

3.00.000 PERSONNEL CONDUCT

3.00.005

PURPOSE/POLICY STATEMENT: 04/01

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure that the high standards of the law enforcement profession are maintained. Issues of honesty and integrity are of paramount importance in the operation of the Sheriff's Office. The purpose of this section is to provide guidelines and instructions concerning employee conduct and responsibility for all members in all of their activities, whether official or personal. Members will be evaluated based on whether or not their actions assist the King County Sheriff's Office in fulfilling its stated mission to provide quality, professional, regional law enforcement services tailored to the needs of individual communities to improve public safety, and reaching its goals of:

- Reducing crime and the fear of crime.
- Providing high quality cost effective and accountable service... to citizens...
- Committing to community policing...
- Providing for timely, consistent, and clear two way communication tailored to the individuals of the communities the King County Sheriff's Office serves.

Members must conduct themselves at all times in a manner that brings a level of conduct in their personal and official affairs consistent with the highest standards of the law enforcement profession. These standards are outlined in the Core Values adopted by the King County Sheriff's Office:

- Leadership;
- Integrity;
- Service;
- Teamwork.

Violations of these standards will result in corrective action or discipline up to and including dismissal from the Sheriff's Office. In general, members shall:

1. Be honest;
2. Conduct themselves in a manner that creates and maintains respect for the themselves, the Sheriff's Office and the County;
3. Avoid any actions which might result in adversely affecting the confidence of the public in the integrity of the county government or the Sheriff's Office;
4. Perform all duties in a professional, courteous, competent and efficient manner;
5. Comply with all Sheriff's Office rules, policies and procedures;
6. Obey federal, state, county and municipal laws and regulations; and
7. Promptly report to their immediate supervisor's knowledge or reasonable suspicion of criminal activity or violations of any provision of this chapter.

Members are responsible for learning and abiding by the rules and guidelines in this chapter. Action may be taken against an employee due to a failure of the employee to meet the requirements of this chapter or of his/her position. Such action may be either disciplinary or non-disciplinary in nature. Examples of inappropriate conduct set out in this chapter are illustrative, and not exclusive, as it is impossible to anticipate every possible act of misconduct. Violations of this chapter will be considered misconduct.

3.00.010

DEFINITIONS: 04/01

As used in this section:

“Member” means any person whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned or non-commissioned, who is employed or supervised by the King County Sheriff’s Office.

“Sworn member”, “deputy”, “police officer”, or “officer”, means any member who is appointed and commissioned regardless of rank or reserve status, unless otherwise specified herein.

3.00.015

RULES OF CONDUCT: 04/01

Members must always conduct themselves in a manner that brings credit to the Sheriff’s Office, maintaining a level of conduct in their personal and official affairs consistent with the highest standards of the law enforcement profession. Any sustained charges that a member has engaged in conduct unbecoming and/or misconduct will result in corrective action or discipline up to and including dismissal from the Sheriff’s Office.

1. **SERIOUS MISCONDUCT (causes for dismissal):** Any sustained serious misconduct or any misconduct involving dishonesty, will result in dismissal from the Sheriff’s Office, unless there are mitigating circumstances justifying a lesser discipline. Violations of these rules will be considered serious violations of the core values of the King County Sheriff’s Office.
 - a. **Making false or fraudulent reports or statements, committing acts of dishonesty, or inducing others to do so.**
 - b. **Conduct that is criminal in nature.**
 - Any felony conviction automatically disqualifies an employee from holding any position within the King County Sheriff’s Office.
 - c. **Taking and giving a bribe as defined in RCW Chapter 9A.68.**
 - d. **Attempting to induce anyone to commit a crime.**
 - e. **Failure to cooperate in a Sheriff’s Office administrative investigation.**
 - f. **Conviction of any crime that precludes the use or possession of a firearm under State or Federal Law, or court order.**
 - For commissioned and special commissioned employees.
 - g. **Discrimination, Incivility, and Bigotry:** Members while on-duty shall not engage in discussion or conduct that belittles others or discriminates against others on the basis of:
 - Race;
 - Color;
 - Age;
 - Sex;
 - Sexual orientation;
 - Religion;
 - National origin; or
 - The presence of any sensory, mental or physical disability.
 - h. **Harassment based on race, ethnicity, gender, religion, disability or sexual orientation.**

2. **MISCONDUCT (causes for discipline):** Any sustained misconduct charges in the following categories will be considered serious violations of the core values of the King County Sheriff's Office. Violations of these rules may result in discipline up to and including termination.
- a. **Insubordination or failure to follow orders.** Members shall be respectful towards their supervisors.
 - b. **Willful violation of either Sheriff's Office Civil Career Service rules, or King County Code of Ethics. As well as King County Sheriff's Office rules, policies, procedures, and training bulletins.**
 - c. **Willful violation of any lawful or reasonable regulation, or order resulting in loss or injury to the county or public.**
 - d. **Excessive or unnecessary use of force against a person.**
 - e. **Accepting any gratuity, fee commission, loan, reward, or gift for services rendered incident to duty as a deputy, unless approved by the Sheriff.**
 - f. **Ridicule:** Members shall not ridicule or make remarks that would tend to jeopardize working relationships with members, members of other King County departments, or other public or private agencies.
 - g. **Courtesy:** Members shall conduct themselves in an orderly, courteous, and civil manner toward others.
 - h. **Cowardice:** Members shall not display cowardice or fail to support their fellow deputies in the performance of duty.
 - i. **Conduct Unbecoming:** means behavior that generally tends to:
 - Diminish respect for the Sheriff's Office or member;
 - Diminish confidence in the operation of the Sheriff's Office;
 - Adversely affect or impair the efficiency of a member;
 - Adversely affect the morale or discipline of the Sheriff's Office.
 - j. **Being under the influence of either drugs or alcohol while off-duty, that results in criminal conduct, charge or conviction.**
 - k. **Absence from duty without leave.**
 - l. **Sleeping on-duty.** While on-duty, members must be awake and alert.
 - m. **Intoxicants:** Members shall not drink intoxicants or non-alcoholic beer when on-duty except when in undercover investigations and authorized by a supervisor.
 - Members shall not report for duty with the odor of intoxicants on their breath or under the influence of intoxicants.
 - All breaks are considered on-duty time.
 - Any supervisor who reasonably believes that a member is under the influence of intoxicants shall comply with G.O. 3.01.045 (Emergency Relief From Duty).
 - Excessive drinking and public drunkenness while off-duty may be considered Conduct Unbecoming as defined in G.O. 3.00.015(I).
 - Deputies shall not, while on-duty, dine or drink at any place in which intoxicants are sold or consumed as the **primary** source of business, including taverns, lounges, or other such facilities.
 - The County provides assistance to members who want to stop drinking.
 - Refer to G.O.2.19.035 (King County Assistance Program)
 - n. **Drugs:** Members shall only use drugs that are legally prescribed to them by a physician or purchased over the counter in the United States. Members shall not possess or use illegal drugs.
 - Members shall notify their supervisor when they are taking medication that may affect the performance of their duties.

- o. **Personal business or recreation while on-duty or in uniform:** Members while on-duty or in uniform shall not engage in activities normally associated with off-duty conduct, except in the performance of assigned duty. This includes, but is not limited to conducting personal business or recreational activities.
- p. **Tobacco products:** King County ordinance prohibits smoking in all County buildings or vehicles.
 - Division Commanders shall designate smoking areas outside building enclosures
 - Smoking may be done only during regularly scheduled breaks and meal periods.
 - Those who smoke shall dispose cigarette butts in the appropriate container.
 - The County provides assistance to Sheriff's Office members who want to stop smoking.
 - Refer to G.O.2.19.035 (King County Assistance Program).
 - Members should not use and/or spit chewing tobacco while in contact with the public.

3.00.020.

PERFORMANCE STANDARDS: 04/01

1. All members must perform their assigned duties in a satisfactory and efficient manner. Unsatisfactory performance of duty shall be grounds for non-disciplinary action or disciplinary action up to and including discharge. "Unsatisfactory performance" may be established when a member:
 - a. Receives unsatisfactory work performance evaluations;
 - b. Fails to achieve a passing score in any required training or qualification session;
 - c. Performs at a level significantly below the standard achieved by others in the work unit;
 - d. Acts in violation of Sheriff's Office directives, rules, policies or procedures as set out in this manual, the training bulletins or elsewhere;
 - e. Fails to submit reports, citations, or other appropriate paperwork in a timely manner; or
 - f. Otherwise fails to meet Sheriff's Office standards.
2. **OBEDIENCE TO LAWS AND ORDERS:** In the performance of their duties, members shall:
 - a. Abide by Federal and State Laws and applicable local ordinances, whether on or off-duty.
 - b. Promptly obey any lawful and reasonable order from any supervisor.
 - c. Refrain from public criticism of the orders or instructions they have received.
3. **APPROPRIATE USE OF AUTHORITY.**
 - a. Deputies shall be aware of the extent and limitation of their authority in the enforcement of the law.
 - b. Deputies shall not misuse the authority of their sworn position in any way or at any time.
 - c. It shall be considered a misuse of authority for a member to use his or her authority for any purpose not directly associated with the performance of official duties.

4. FITNESS FOR DUTY:

- a. Members are expected to maintain physical and psychological fitness sufficient to perform the essential functions of their positions.
- b. If there is reasonable suspicion based on clearly articulable observations that a member may be either psychologically or physically unfit to perform his/her duties, the Sheriff may require the member to undergo either physical or psychological medical examinations to resolve any questions regarding fitness for duty.
 - Examinations shall be performed by Sheriff's Office approved practitioners at Sheriff's Office expense.

5. FAILURE OF TRAINING OR QUALIFICATION:

- a. When assigned, members shall attend all training or qualification sessions and achieve passing scores.
 - Members shall attend at least 90% of a training session to be eligible for a passing score.
- b. Failure to cooperate with any instructor may be grounds for failure and may subject the member to disciplinary action.
- c. Failure to attend or achieve a passing score may be considered incompetence or inefficiency in the performance of duty in violation of subsection (1) of this section.
 - Upon failure of any training or qualification session, the Training Unit will notify:
 - The member of the failure to achieve a passing score.
 - The appropriate Division Commander of the failing scores and set up an appointment with the member, his/her supervisor, and Section Commander to discuss the reason for failure and, if warranted, provide an opportunity to retake the final examination or qualification.
 - A memorandum detailing the circumstances of the failed examination or qualification and the corrective measures taken will be sent to the affected member and a copy shall be placed in the member's personnel file.
 - The memorandum may be purged at normal evaluation cycles.
 - Each instance of failure will be evaluated on a case by case basis.
 - If a member fails to meet any of the performance standards in this section, the Sheriff may take any of the following actions:
 - Require further training;
 - Written reprimand;
 - Transfer to another assignment;
 - Monthly performance evaluations;
 - Suspension;
 - Withholding of salary step increases;
 - Demotion;
 - Termination.

3.00.025

ETHICS, CONFLICTS, AND APPEARANCE OF CONFLICTS: 04/01

The public demands that the integrity and credibility of members be above reproach. Individual member's actions which constitute a conflict of interest, dishonesty, criminal activity, or permitting criminal activity without taking enforcement action, impair public confidence in the Sheriff's Office and its members. Members shall comply with the following rules and with the King County Employee Code of Ethics, Chapter 3.04. Penalties for violating this section or the King County Employee Code of Ethics include disciplinary action up to and including termination from employment.

1. **GRATUITY:** Members shall not use their position to solicit or accept anything of value that would not be accorded to a private citizen. Included are free or reduced rates for anything whatsoever.
2. **DUTY TO REPORT CRIMINAL ACTIVITY:** Members have the duty to report knowledge or reasonable suspicion of criminal activity in writing to their immediate supervisor.
3. **WITHHOLDING EVIDENCE:** Members shall not fabricate, withhold, destroy, or otherwise mishandle evidence of any kind in any criminal or administrative investigation.
4. **EMPLOYEE ASSOCIATIONS:** Members, both on and off-duty, shall avoid associations which might reasonably be perceived to compromise the integrity or credibility of themselves or of the Sheriff's Office.
 - This rule shall not apply to associations occurring in the performance of official duties.
5. **ORGANIZATIONAL MEMBERSHIPS:** Members shall not affiliate with any organization that contains provisions within its constitution that are contrary to Federal and State laws and local ordinances.
6. **CONFLICTING RELATIONSHIPS:**
 - a. Supervisors who engage in interpersonal relationships with subordinates may create the perception of conflict in their professional responsibilities. If a supervisor enters into a business or personal relationship with a subordinate, the motive for decisions made by that supervisor relative to the subordinate may become suspect and compromise the integrity of those involved.
 - If a relationship of a business or personal nature arises between any supervisor and a subordinate, who are working together, the parties involved shall immediately notify the Precinct/Section Commander.
 - This section also includes Field Training Officers and the recruits they are training.
 - The Commander may immediately initiate a change of assignment for one or more of the employees eliminating the parties working together.
 - b. Family members shall not supervise other family members.
 - For this purpose family member is defined by the King County Code of Ethics, K.C.C. 3.04.017(H), as a member's spouse, domestic partner, child, child of spouse or domestic partner, and/or other dependent relatives living in the member's household.
7. **NAMES OR PHOTOGRAPHS, USE OF:** Members shall not allow the use of their name or photograph for any advertising purpose without the permission of the Sheriff.
8. **PUBLICITY:** Members shall not knowingly, directly, or indirectly seek notoriety through the press.

9. **SEEKING OUTSIDE INFLUENCE REGARDING JOB ASSIGNMENT:** Members shall not request the aid or influence of any person or agency outside the Sheriff's Office to obtain for themselves or others a promotion, transfer or other change in job assignment.
- This section does not prohibit any member from seeking legal, union or other assistance in the exercise of his or her statutory, constitutional, collective bargaining or other legal rights.
10. **FURNISHING BOND OR BAIL:** Members shall not furnish bail or bond for any person charged with any crime, except for family members.
- For this purpose family member is defined by the King County Code of Ethics, K.C.C. 3.04.017(H), as a member's spouse, domestic partner, child, child of spouse or domestic partner, and/or other dependent relatives living in the member's household.
11. **INCURRING DEBT OR LIABILITY ON BEHALF OF THE SHERIFF'S OFFICE OR THE COUNTY:** Members shall not purchase anything chargeable against the Sheriff's Office or King County except with the knowledge and consent of proper authority.
12. **RECOMMENDING EMPLOYMENT, PERSONS, OR FIRMS:** Members shall not:
- a. Make recommendations to any person, excluding family members, regarding an attorney, bail bondsman, individual, or firm for services that may be required as the result of an action, incident, or condition with which the Sheriff's Office is concerned as an investigative or public service agency.
 - b. State or imply, either orally or in writing, that the Sheriff's Office or any representative endorses any product or service.
 - c. Vendors or business representatives who request that the Sheriff's Office evaluate a product or service shall be advised to forward an appropriate written communication to the Sheriff for consideration.
13. **RECOMMENDATION REGARDING DISPOSITION OF INVESTIGATIONS:**
- a. Unless assigned to the Internal Investigations Unit (IIU), members below the rank of Division Chief shall not recommend directly to any court or to any other agency the disposition of any:
 - Pending investigation;
 - Employment applicant background investigation;
 - Business license background investigation conducted by this Sheriff's Office or any other Sheriff's Office.
 - b. Members below the rank of Division Chief wishing to make a recommendation may forward a recommendation, in writing, to IIU via the Chain of Command.
 - c. Nothing in this section is intended to prohibit a member acting in his or her official capacity from discussing any pending criminal investigation with the Prosecuting Attorney's Office.
14. **ON DUTY SALE OF PERSONALLY OWNED ITEMS, RESTRICTED:** While on-duty, members shall not sell or trade items.

15. PERSONAL USE OF SHERIFF'S OFFICE ADDRESS PROHIBITED:

- a. Members shall not use the Sheriff's Office address for personal correspondence that include, but are not limited to items such as:
 - Bills;
 - Magazines;
 - Licenses;
 - Registrations.
- b. Mail of a personal nature coming to the Sheriff's Office shall be returned to the sender.

3.00.030

BIAS BASED POLICING: 11/02

The KCSO reaffirms its commitment that police services and enforcement of the law will be performed in a fair and lawful manner. Discrimination in the performance of these duties is prohibited by GOM

3.00.015. This prohibition includes but is not limited to harassment or bias based policing on the basis of race, color, age (if over 40), gender, sexual orientation, religion, national origin, or the presence of any sensory, mental or physical disability.

1. Bias based policing is discrimination that occurs when a member of the KCSO, without a legal basis under state or federal law, stops and questions a citizen, takes enforcement action, or conducts a search of person(s) or vehicle(s), when the decision to do so is based solely on race, color, age, gender, sexual orientation, religion, national origin, or the presence of any sensory, mental or physical disability.
 - Bias based policing includes, but is not limited to, racial profiling.
2. Racial profiling is discrimination that occurs when a member of the KCSO, without a legal basis under state or federal law, stops and questions a citizen, takes enforcement action, or conducts a search of person(s) or vehicle(s), when the decision to do so is based solely on race or ethnicity.
3. KCSO members are required to comply with state and federal laws, as well as KCSO rules, regulations and policies, with respect to reasonable suspicion and probable cause requirements for stops and arrests.
4. Deputies may take into account the reported race, gender, etc. of a suspect or suspects based on credible or reliable information that links specific suspected unlawful activity to a particular individual or group of associated individuals of a particular race, etc. in the same way they would use specific information regarding age, height, weight, etc. about specific suspects.

3.01.000 INVESTIGATION OF PERSONNEL MISCONDUCT

3.01.005

POLICY STATEMENT: 09/04

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure the high standards of the law enforcement profession are maintained. The purpose of this section is to provide guidelines concerning the investigations of member alleged misconduct. It is the Sheriff's Office policy to promptly, thoroughly and fairly, investigate alleged misconduct involving its members.

3.01.010

DEFINITIONS: 09/04

For the purpose of this policy:

"Member" means any person whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned, or non-commissioned, who is employed or supervised by the King County Sheriff's Office.

"Supervisor" means any commissioned employee of the rank of sergeant or above or any professional staff employee who is designated as a supervisor by virtue of his/her job title.

"Misconduct" means any violation of laws, ordinances, Sheriff's Office or King County rules, regulations or procedures.

"Progressive Discipline" means the escalation in the level of discipline imposed on a member based on previous **sustained** incidents that are similar in nature and/or have a common theme.

"Personnel Complaint" means any allegation of member misconduct received from any source that is accepted as a complaint and investigated.

"Preliminary Investigation" means steps taken by a supervisor or IIU to determine if an alleged complaint is potential misconduct.

- Except in unusual circumstances, (i.e., complainant intoxicated, incapacitated, etc.) the preliminary investigation is not complete until an interview of the complainant has been conducted.

"Formal Investigation" means steps taken by the investigator assigned to investigate a complaint of misconduct and prepare the final investigative report.

"Major Investigation" means an investigation conducted when the alleged violation, if sustained, could likely result in suspension, demotion, termination or the filing of criminal charges.

"Representative" means an official of a member's collective bargaining agency.

"Garrity Rights" means the member is required to fully cooperate with an administrative investigation and failure to cooperate may result in employment termination and the information obtained from the interview cannot be used in criminal proceedings. (Garrity v. N.J., 385 U.S. 493, 1967)

“Loudermill Hearing” means when there is a proprietary loss (e.g., suspension, demotion, termination, etc.), the member has the right to meet with the Sheriff. The employee will then be given the opportunity to speak on his/her own behalf as to why the recommended discipline should not be imposed in the matter. (Cleveland Board of Education v. Loudermill, 105 S. Ct 1487, 1985)

“Administrative Leave” means when a member is placed on administrative leave with pay and benefits during an investigation involving the member's conduct or his/her ability to perform essential functions of his/her job, and it is determined that circumstances exist that make the immediate removal of the member in the best interests of the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

“Emergency Leave” means when a member is placed on temporary leave with pay and benefits when it is determined that circumstances exist which make the immediate removal of the member in the best interests of the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

“Weingarten Rights” means when a member reasonably believes an interview will result in discipline, the member has a right to Guild/Union representation. (NLRB v J. Weingarten, 420 U.S. 251, 1975)

3.01.015

EMERGENCY RELIEF FROM DUTY: 09/04

Any supervisor may relieve a member from duty in an emergency when it appears such action is in the best interest of the public and the Sheriff's Office. Conditions for emergency relief from duty may include but are not limited to:

1. Commission of a crime.
2. Under the influence of either alcohol or drugs.
3. Alcohol on breath.
4. Apparent psychological problem.
5. Apparent inability to perform the essential functions of his/her job.

The supervisor imposing the emergency relief from duty shall:

1. Notify the member's Precinct/Section Commander or the Command Duty Officer of the action taken.
2. Complete a Supervisor's Incident Review before securing from duty.
 - a. Forward the original report **directly** to the Division Chief of the relieved member.
 - b. Forward a copy of the report to the Precinct/Section Commander via the Chain of Command.
3. Instruct the member to be available during regular business hours, unless excused from such requirement in writing by the Division Chief.
4. Members, subjected to emergence relief from duty, may be placed on paid administrative leave, with approval of the member's Division Chief.

3.01.020

ADMINISTRATIVE LEAVE: 09/04

A member may be placed on administrative leave with pay and benefits during an investigation involving the member's conduct if it is determined that circumstances exist or his/her ability to perform essential functions of his/her job, and the immediate removal of the member is in the best interest of the Sheriff's Office.

1. Administrative leave shall be approved by the member's Division Chief.
 - Except for Emergency Relief From Duty.
2. Notification of administrative leave shall be coordinated with the IIU Commander.
3. Members on administrative leave shall not engage in any law enforcement activities.
4. Members shall notify their supervisors as to where they can be reached, and must be available during regular business hours, unless excused from such requirement in writing by the Division Chief.

3.01.025

TOPICS OF INVESTIGATION: 09/04

1. Any alleged violations of laws or ordinances shall be investigated by the appropriate police agency or assigned to the appropriate investigative unit.
2. Any alleged violation of Sheriff's Office or King County rules or regulations shall be administrative and not criminal in nature.
3. Complaints over differences of opinion between deputies and citizens regarding issues of law do not come under the purview of this section.
4. A memo summarizing the corrective action shall be forwarded to IIU if the complaint was made by someone outside the Sheriff's Office.
 - IIU will log the resolution of the complaint and maintain the complaint for two (2) years.
5. When an alleged or observed policy infraction is minor, a supervisor may resolve these incidents and immediately take necessary corrective action **without** completing an IIU Complaint Report. Some minor infractions may include:
 - a. Tardiness.
 - b. Uniform and equipment violations.
 - c. Personal appearance infractions.
 - d. Minor omissions in assigned duties.
 - e. Minor regulations concerned with efficiency or safety.
6. When the allegation does not amount to misconduct, the supervisor shall explain the related Sheriff's Office policy or procedure and attempt to resolve the matter to the complainant's satisfaction.
 - a. If the complainant is not satisfied or the supervisor feels additional investigation is necessary, the supervisor shall refer the complainant to IIU.
 - b. IIU will make the final determination if the complaint amounts to misconduct and if an investigation is necessary.
7. Information or documentation received that does not amount to misconduct will not be classified as a "Personnel Complaint". Documentation will be maintained in IIU for a period of one (1) year.

3.01.030

PROCEDURES FOR ACCEPTING MISCONDUCT COMPLAINTS (NON CRIMINAL): 09/04

1. Complaints will not be normally accepted more than 30 days after the alleged incident, except when:
 - a. The complaint is a criminal violation in which case the criminal statute of limitations will

- apply.
 - b. The complainant has a reasonable justification for not making the complaint earlier.
- 2. Complaints will not be normally accepted from third parties except when:
 - a. The third party is a parent, legal guardian, or has custodial responsibility for persons under 18 years of age or persons with physical or mental deficiencies.
 - b. The complaint is alleged excessive use of force and the complainant was a witness to the force.
 - c. The alleged complaint is a serious violation of the law or Sheriff's Office rules and regulations.
 - d. The alleged misconduct is on a member who is no longer employed by the Sheriff's Office except when:
 - The Sheriff requests an investigation be initiated or a current investigation completed.
 - There is legitimate department need to have the investigation go forward.
- 3. All members receiving complaint information shall maintain the confidential nature of such information.
- 4. Members receiving allegations should refer all complaints to the member's supervisor or an on-duty supervisor at the member's work location.
- 5. If the complaint is accepted, the supervisor shall:
 - a. Take action to prevent aggravation of the incident.
 - b. Conduct a preliminary investigation.
 - c. Determine whether the allegation amounts to misconduct.
 - d. If a complaint is serious and requires emergency relief from duty, the Precinct/Section Commander or the Command Duty Officer shall be notified.
 - e. Complete the IIU Complaint Report (KCSO Form A-128).
 - f. Obtain a statement from complainant, if practical.
 - An in person interview is recommended.
 - g. Identify witnesses.
 - h. Forward the Complaint Report to the Precinct/Section Commander.
- 6. The Precinct/Section Commander shall:
 - a. Review personnel complaint forms and other reports pertaining to the preliminary investigation to ensure the reports are complete and accurate.
 - b. Ensure the proper steps were taken in the preliminary investigation.
 - c. Forward the original complaint and associated paperwork to IIU via the Chain of Command.

3.01.035

COMPLAINT PROCEDURE WHEN RECEIVED IN IIU: 09/04

Whenever IIU receives a complaint of misconduct, either directly or thru the chain of command, the IIU Commander shall determine if the complaint will be investigated in IIU or to be investigated at the Precinct/Section level.

- If the complaint is to be investigated at the Precinct/Section level, the Complaint Report with associated statements and paperwork shall be forwarded to the Precinct/Section Commander with

a 30 business day due date.

3.01.040

CRIMINAL CONDUCT COMPLAINTS: 09/04

1. It shall be the responsibility of **all** members to **immediately** notify an on-duty supervisor when, by observation or receipt of information, there is cause to suspect a member, whether on or off-duty, has committed a crime.
 - Normal criminal investigation procedures shall be followed during the investigation of all alleged criminal violations.
2. When an on-duty supervisor receives notification or information that a member has been arrested, charged, or is accused of committing a crime, the on-duty supervisor shall:
 - a. Immediately notify the accused member's Precinct/Section Commander or the Command Duty Officer.
 - b. Ensure that appropriate law enforcement action has been initiated in a manner consistent with the appropriate guidelines in 3.01.200 or 3.01.205.

3.01.045

INTOXICATION COMPLAINTS: 09/04

If a citizen or member alleges that an **on-duty** member is under the influence of either alcohol or drugs, the member taking the complaint shall immediately contact the accused member's supervisor.

The accused member's supervisor shall:

1. Immediately contact the accused to determine if there is a basis for the allegation and if so:
 - a. Take the accused to the nearest workstation with a BAC Datamaster.
 - b. In the presence of a witness, ensure a test for intoxication is completed.
2. If the allegation is supported, the member refuses to test for intoxication, or there is reasonable belief the member is impaired by drugs or medications.
 - a. Pursuant to 3.01.015, relieve the member from duty.
 - b. Notify the Precinct/Section Commander or the Command Duty Officer.
 - c. Arrange for transportation to member's residence.
3. Complete a Supervisor's Incident Review Report before securing from duty.
4. Forward the **original** reports to IIU via the Chain of Command.

3.01.050

EXCESSIVE USE OF FORCE COMPLAINTS: 09/04

When a complaint alleges excessive use of force by a member, **the on-duty supervisor shall:**

1. Photograph the victim's injuries or claimed injuries whether visible or not.
 - Documentation of the lack of visible injury can be very important evidence.

2. Obtain statements from complainant and witnesses.
 - If possible, obtain taped statements.
3. Request that the subject be examined immediately by a physician.
4. Request that the subject sign a Release of Medical Information (KCSO Form #B-137).
5. Identify unavailable witnesses to the alleged misconduct who may be currently unavailable.
6. Forward the **original** Complaint Report and copies of supporting documentation to IIU via the Chain of Command.

3.01.055

COMPLAINTS INVOLVING IIU PERSONNEL: 09/04

1. Complaints alleging misconduct involving IIU personnel shall be forwarded **directly** to the Sheriff.
2. The Sheriff shall appoint personnel from outside IIU to conduct the investigation.
3. Completed investigations shall be maintained in IIU.

3.01.060

COMPLAINTS AGAINST OTHER AGENCY MEMBERS: 09/04

On-duty members reporting alleged misconduct involving members of other agencies shall complete and forward an Officer's Report **directly** to IIU.

3.01.065

INTERNAL COMPLAINTS: 09/04

Members who have knowledge of alleged misconduct, committed by other members should notify a supervisor or IIU in a timely manner.

3.01.070

INTERNAL INVESTIGATIONS WILL INVESTIGATE: 09/04

The Internal Investigations Unit Commander shall assign an administrative investigation to IIU when:

1. If sustained, could likely result in suspension, demotion or termination.
2. Criminal conduct is involved.
 - The administrative investigation should begin after the criminal investigation is complete.
3. There are controversial or sensitive circumstances.
4. Any complaint the IIU Commander deems appropriate to be investigated by IIU.
5. Any complaint the Sheriff directs IIU to investigate.

3.01.075

IIU MONITORING AND OVERSIGHT RESPONSIBILITIES: 09/04

When a complaint of misconduct is received, the IIU Commander shall:

1. Ensure the Complaint Report and associated paperwork have been completed.
2. Ensure a preliminary investigation has been completed.

- Assign a preliminary investigation if one is needed.
3. Assign the complaint for formal investigation, if appropriate.
 - If the complaint is not investigated by IIU, the member's Precinct/Section Commander will be notified by IIU that the investigation is to be assigned to a supervisor.
 4. Ensure all alleged misconduct complaints are investigated in a timely manner.
 - Timely notification to a member is crucial so the member has the ability to recall the event.
 5. Conduct an investigation of a complaint when required.
 6. Monitor all complaint investigations and maintain all records, including dispositions and actions taken.
 7. Monitor all criminal investigations on members and ensure an administrative investigation is complete once the criminal investigation is completed.
 8. Assist other investigators in complaint investigations when necessary.
 9. Conduct an investigation at the request of any member who justifiably feels threatened by a false accusation or a contrived situation.
 - Such members may report their situations directly to the IIU Commander without reporting to their superiors.
 10. Prepare cases for administrative hearings.
 11. Provide a monthly status update to the Sheriff of all open internal investigations.

3.01.080

INVESTIGATION CONFIDENTIALITY: 09/04

1. Personnel complaint investigators and those who review investigations, have a responsibility to preserve the confidentiality of investigations.
2. Release of information to unauthorized personnel is a serious breach of ethics and could be a violation of state law.
3. Release of information regarding an investigation shall be only to those who have a right and need to know and will be released by the IIU Commander.

3.01.085

CONFIDENTIALITY ORDER: 09/04

1. When any member is contacted regarding an internal investigation, the investigator will advise the member not to disclose any of the information discussed in the interview except with his/her representative or attorney.
2. The member will also be told that disclosure of any information, prior to the completion of the investigation, may result in disciplinary action.

3.01.090

MEMBER NOTIFICATION: 09/04

1. Accused or witness members will be notified of complaints by the Complaint Notification Report (KCSO Form A-150).

2. Accused and witness members are not entitled to disclosure of investigative information outside that contained in their Complaint Notification Report (A-150).

3.01.095

REQUIREMENT TO COOPERATE: 09/04

All members, when ordered to do so, shall fully cooperate in Sheriff's Office administrative investigations. Administrative investigations are non-criminal investigations into the conduct of Sheriff's Office members, conducted by either IIU or Sheriff's Office supervisors.

3.01.100

REPRESENTATION: 09/04

1. Whenever an interview focuses on matters that a member reasonably believes could result in disciplinary action against any member, the member shall have the right to representation.
 - The representative will be an official of the member's collective bargaining agency.
2. Members have the right to an attorney of their own choosing when they are the subject of a criminal investigation.

3.01.105

IMPARTIALITY: 09/04

1. Any accused member who feels an assigned investigator cannot be impartial during the investigation of a complaint shall forward his/her concerns in an Officer's Report **directly** to the IIU Commander.
2. Any assigned investigator who during the investigation of a complaint, has a potential conflict of interest, shall forward his/her concerns **directly** to the IIU Commander.
3. The IIU Commander shall review the concerns and if need be, assign the investigation to another investigator.

3.01.110

EXCULPATORY INFORMATION: 09/04

1. Investigators must ensure their completed reports contain all relevant information disclosed during the investigation.
 - This includes evidence that tends to disprove the allegations of misconduct by a member.
2. Omission of relevant information could cause irreversible damage to an otherwise proper investigation.

3.01.115

SEARCHES AND SEIZURES: 09/04

All searches and seizures conducted during the course of an administrative investigation must be in compliance with the law.

1. The search shall be approved by the member's Division Chief.
2. The IIU Commander should be present during any such searches.
3. The search should be conducted professionally with the member present if possible.
4. Photographs should be taken before and after the search.
5. An inventory of items seized shall be given to the subject of the search and or conspicuously placed at the scene.

3.01.120

FINANCIAL DISCLOSURE: 09/04

Sheriff's Office members shall not be required to disclose any item of his/her property, income, assets, source of income, debts or expenditures (including those of any member of his/her household) unless volunteered or obtained by proper legal procedure, (i.e., criminal investigation, subpoena).

3.01.125

FAMILY MEMBERS: 09/04

Members of the employee's immediate family shall not be contacted and/or asked to give statements in administrative investigations except when.

1. They volunteer to give statements.
2. A crime is alleged to have been committed against a family member.
3. The accused member names a family member as witness.

3.01.130

POLYGRAPH: 09/04

1. Washington State law prohibits the Sheriff's Office from compelling a member to submit to a polygraph examination.
2. **Members shall not be offered a polygraph examination during any administrative investigation.**
3. An accused member that requests a polygraph examination:
 - a. Must make such a request in writing through his/her bargaining unit representative; and
 - b. The request shall be approved or disapproved by the Sheriff.
4. The Sheriff's Office polygraph operator shall be used.

3.01.135

DUE DATES: 09/04

1. All investigations will be completed within thirty (30) business days of assignment.
2. If an investigation will not be completed within thirty (30) business days, the investigator shall notify the IIU commander and request an extension.
 - Extensions will be granted when appropriate.
3. The accused member(s) shall be notified of any extensions.

3.01.140

INVESTIGATIVE STEPS: 09/04

When initiating an investigation, the assigned investigator, on most investigations, should:

1. Thoroughly review the Personnel Complaint Form and attached reports taking note of the due date and any impending statute of limitations issues.
2. Gather the facts and recommend the disposition of the allegation(s) and keep an open mind at all times.
3. Identify allegations and related issues to be addressed in the investigation.
 - The allegations should specifically list the actions taken, or behavior of the deputy. Allegations should not contain conclusive statements, (e.g. the deputy kicked the complainant vs. the deputy used excessive force.)
4. Gather and review all relevant reports related to the incident (e.g. CAD print outs, Incident Reports, Officer's Reports, etc.).
5. Send complaint notification (A-150) to the member(s) involved, if appropriate direct the member(s) to respond in writing, giving specific direction about the information that is needed.
 - a. **The notification must reasonably apprise the member of what the allegations are and what information is needed.**
 - b. When possible, list specific questions to be answered, (e.g., "Describe in detail your interaction with Mr. Smith on March 3, 2004. Specifically describe any physical force used and the reason why that force was necessary)
6. In summary, the investigator shall:
 - a. Gather evidence.
 - b. Obtain medical and financial releases if needed.
 - c. Schedule and conduct interviews if more information is needed.
 - d. Evaluate the facts of the investigation.
 - e. Complete investigative report.
 - f. Make recommendations on findings and classifications.

3.01.145

INTERVIEWING COMPLAINANTS AND WITNESSES: 09/04

1. RESEARCH BACKGROUND

An investigator should know as much as possible about the person to be interviewed. The investigator should check records and other sources of information regarding the individuals to be interviewed.

- The investigator should also check to see if the complainant has filed complaints in the past and the nature of those complaints.

2. SCHEDULE INTERVIEW

- a. All interviews, especially sensitive interviews, should be conducted in person.

- If this is not possible, a taped telephonic statement may be taken.

3. DEFINE INTERVIEW OBJECTIVES

- a. Before the interview, the investigator should have a clear understanding of the interview objectives.
- b. A list of specific, relevant questions should be prepared prior to the interview.

c. The typical interview may have one or more of the following objectives:

- Determine the facts of the investigation.
- Identifying other witnesses or accused members.
- Clarifying allegations.

- Resolving discrepancies and inconsistencies.
- Obtaining information regarding motive or alibi.
- Closing loopholes in previous statements.

4. INTERVIEW LOCATION

Citizen witnesses should be encouraged to come to a Sheriff's Office facility for their interviews. If this is not possible they may be interviewed at another location.

5. TAPE RECORDING

a. Except for minor offenses, all formal interviews should be tape recorded in their entirety.

- This includes statements taken by telephone.

b. If a written statement has already been taken, a taped statement may not be required if the needed information has been provided.

c. If a complainant or witness refuses to allow the interview to be tape recorded, document the refusal and proceed with the interview, completing a written statement.

- This interview should be witnessed by another member.

d. Mark each tape with the name of the person interviewed and the IIU file number and forward all transcribed tapes to IIU with the completed investigation.

6. BEGINNING THE INTERVIEW

a. The investigator should begin the interview by:

- Stating the date and time.
- Identifying those present during the interview.
- The reason for the interview.

b. The investigator should allow the subject to describe what happened in his/her own words.

- Each allegation and all relevant issues should be covered with the complainant and witnesses.
- Each witness should be asked direct questions about each allegation that he/she can address.

7. UNCOOPERATIVE WITNESSES

If the complainant or civilian witness is unavailable, fails to appear, or refuses to be interviewed, the investigator should thoroughly document attempts to conduct the interview and then continue to attempt to complete the investigation.

8. SENSITIVE INTERVIEWS

When an interview involves a sensitive matter, including but not limited to a domestic violence, or a

sexual matter, the interviewer should be sensitive to that fact, and if requested the interviewer should be the same sex as the person being interviewed. In such cases the interviewer should consider requesting the assistance of a person with expertise in such interviews.

9. CLOSING THE INTERVIEW

At the end of the interview the witness should be asked if there are any questions and if there is any other relevant information to add to the investigation.

3.01.150

ADMINISTRATIVE PERSONAL INTERVIEWS: 09/04

1. An administrative personal interview is an in-person inquiry with an accused or witness member that is conducted to investigate alleged misconduct. The following rules shall apply to all administrative personal interviews of Sheriff's Office members.

- a. Interviews shall be conducted within a reasonable time after an allegation has been made.
- b. Before interviewing the member(s), he/she shall be informed of the name of the person in charge of the investigation and the name of the person conducting the interview.
- c. Advise the member(s) whether he/she is the accused or a witness.
- d. Interviews shall be held during the member's on-duty hours whenever reasonable or possible.
- e. Advise the member(s) he/she are required to cooperate in an administrative investigation and that failing to do so may result in discipline up to and including termination from the department.
- f. Advise the member he/she may have representation present during any interview.
- g. The interview should take place at the member's workstation or in IIU.
- h. Members being interviewed shall be allowed reasonable intermissions.
- i. The scope of the interview shall relate **only** to the specific allegation(s).
- j. All interviews should be tape recorded in their entirety.
- k. If a member refuses to allow the interview to be tape recorded, document the refusal and proceed with the interview, completing a written statement.

■ This interview should be witnessed.

2. A major investigation administrative personal interview is an in-person inquiry, by IIU, with the accused member that is conducted to investigate alleged misconduct that may result in suspension, demotion, termination, or criminal charge. The following rules shall apply to major investigations administrative personal interviews of Sheriff's Office members.

- a. Advise the member in writing of the allegations and the misconduct, if sustained, could be grounds for administrative disciplinary action.
- b. Advise the member he/she may have representation present during any interview.
- c. Provide all members with copies of their Garrity Rights.
- d. Provide commissioned members with copies of the Police Officer Bill of Rights.
- e. Advise the member of the requirement to fully cooperate with the administrative investigation and that failure to cooperate may result in employment termination and that the information obtained from the interview cannot be used in a criminal case (Garrity v. N.J., 385 U.S., 493, 1967), and ask if the member understands Garrity.

■ The Garrity admonishment does not have to be read during the interview.

- f. Allow commissioned members to read a copy of the Police Officer's Bill of Rights (King County Ordinance proposed number 89-595) and ask if the member understands the Bill of Rights.

■ The Police Officer's Bill of Rights does not have to be read during the interview.

- g. All interviews should be tape recorded in their entirety.
- h. If an accused member refuses to allow the interview to be tape recorded, document the refusal and proceed with the interview, completing a written statement.
 - This interview should be witnessed.
- i. Upon request, provide the member with a copy of his/her statement.

3. This section does not apply to criminal investigation interviews.

3.01.155

PERSONAL INTERVIEWS, CRIMINAL INVESTIGATION: 09/04

- 1. Criminal investigation interviews shall be conducted by the appropriate police agency, CID or Precinct investigators.
 - The accused member shall not be ordered to meet with any criminal investigator and/or give a statement during any criminal investigation.
- 2. Before interviewing the accused, he/she shall be advised that he/she is suspected of committing a criminal offense and afforded all his/her constitutional rights.

3.01.160

INVESTIGATIVE REPORT FORMAT: 09/04

The investigative report will be submitted in a Follow-up Report format and should contain:

1. ALLEGATIONS

Allegations should be specific and listed in chronological order.

2. EVIDENCE

- a. Evidence is any statement, document, or item that will have a bearing on the investigation.
- b. All evidence obtained during the investigation should be listed in the report.

3. INVESTIGATIVE STEPS

All entries should be prefaced by the date and time of the investigative step.

4. SUMMARY

The investigator will present the results of the investigation in a clear, logical sequence that will either support or not support the allegations.

5. CONCLUSION

Each allegation should be addressed individually with the specific Sheriff's Office rule, policy or procedural violation. Unless appropriate, no more than one specific rule, policy or procedure violation should be listed for each allegation.

- If the allegation is a criminal violation, the appropriate statute will be identified.

3.01.165

STANDARDS OF PROOF: 09/04

1. The standard of proof, in most cases, for an administrative investigation is generally "a preponderance of evidence."
2. The standard of proof in cases in which criminal or serious misconduct is alleged, and there is a likelihood of demotion or termination, the standard of proof is "clear and convincing" which is a higher standard than "a preponderance of evidence".

3.01.170

CLASSIFICATIONS: 09/04

1. **UNFOUNDED**
 - The allegation is not factual and/or the incident did not occur as described.
2. **EXONERATED**
 - The alleged incident occurred, but was lawful and proper.
3. **NON-SUSTAINED**
 - There is insufficient factual evidence either to prove or disprove the allegation.
4. **SUSTAINED**
 - The allegation is supported by sufficient factual evidence and was a violation of policy.
5. **UNDETERMINED**
 - a. The investigator is not able to use classifications 1 through 4.
 - b. This may involve the following:
 - The complainant withdraws the complaint.
 - The complainant cannot be located.
 - The complainant is uncooperative.
 - The accused member separates from the Sheriff's Office before the conclusion of the investigation and the investigator cannot reach another classification.
 - c. Notwithstanding the above situations, if enough information has been collected to close the investigation with a classification of 1 through 4, an undetermined classification will not be used.

3.01.175

REVIEW AND PROCESSING OF COMPLETED INVESTIGATIONS: 09/04

1. After completing the investigation, the investigator shall:
 - a. Ensure reports are complete and in the proper format.
 - b. Ensure all supporting documentation is present.
 - c. Ensure all allegations have been identified.
 - d. Recommend a classification of each allegation.
 - **The investigator shall not make any disciplinary recommendations.**
 - e. Forward the report and documents to the IIU Commander via the chain of command.

2. The IIU Commander shall:
 - a. Review Complaint Reports for completeness and ensure that the guidelines of this chapter were followed.
 - Make recommendations for additional investigation/information if necessary.
 - b. Forward completed investigations to the member's Precinct/Section Commander for review and/or disciplinary recommendations if any.
 - c. Ensure the accused member and his/her Precinct/Section Commander are notified in writing within ten (10) days of the disposition of the complaint.
 - d. Ensure that the complainant have been notified in writing within fifteen (15) days of the final disposition.
 - The specific nature of any action taken against him/her shall not be revealed to the complainant.
 - e. In cases where there is a proprietary loss (e.g., suspension, demotion, termination, etc.), notify the member that they have the right to meet with the Sheriff to explain the circumstances. (Cleveland Board of Education v. Loudermill, 105 S. Ct 1487, 1985)
 - This meeting is voluntary and no overtime shall be paid.
 - f. Ensure completed investigations are maintained in IIU.
3. The Precinct/Section Commander shall:
 - a. Review the completed investigation.
 - b. Reassign investigation if incomplete.
 - c. Ensure that all allegations have been identified.
 - d. Determine the classification of each allegation.
 - e. Recommend the appropriate discipline.
 - f. Forward completed investigation and recommendations to the Division Chief within ten (10) working days.
4. The Division Chief shall:
 - a. Review the completed investigation and make recommendations regarding the administrative actions to be taken.
 - b. Return the completed investigation and recommendations to the IIU Commander within ten working (10) days.
5. The Sheriff shall:
 - a. Review those completed investigations that are presented to him/her.
 - The Sheriff may change any findings or decisions involving complaints.
 - b. The Sheriff may order a reinvestigation into the complaint.
 - c. Conduct Loudermill Hearings.
 - d. Notify the member within fifteen (15) days in writing of either the recommendations or disciplinary action to be taken.

Except for oral reprimands, all disciplinary actions, shall be approved by the Sheriff.

3.01.185

DISCIPLINE RECOMMENDATIONS: 09/04

1. Recommendations of discipline on **sustained** complaints will be made by the member's Precinct/Section Commander.
 - If a member has transferred to a work location other than where the complaint was filed, the member's previous Precinct/Section Commander may be contacted for disciplinary recommendations.
2. Discipline should be corrective and not punitive in nature and will be based on the:
 - a. Seriousness of misconduct sustained.
 - b. Member's complaint history.
 - c. Likelihood that the member's actions will be repeated.
3. The disciplinary history of the member can be obtained from IIU by the Precinct/Section Commander.
4. Recommendations for discipline made by the Precinct/Section Commander may be adhered to or changed by the Division Chief or the Sheriff.

3.01.190

NOTICES OF DISCIPLINE: 09/04

1. SERVICE OF DISCIPLINE LETTERS
 - a. It is important that discipline letters be served properly to ensure that the member may exercise the grievance process in a timely manner.
 - b. Service of discipline letters, should be served in person by managers or command staff.
 - If this is not possible, the letter will be sent to the member's mailing address via registered mail.
2. ORAL REPRIMANDS
 - a. An oral reprimand is the first step in discipline.
 - It is used when the specific inadequate performance does not amount to a written reprimand but needs to be included in the disciplinary process.
 - b. The oral reprimand will be documented by time, place, and a brief description of the discussion with the member and will be forwarded with the completed investigation to IIU.
 - c. A copy of the documentation will be placed in the member's worksite personnel file.
 - The documentation shall remain in the member's worksite personnel file for three

(3) years unless used in a subsequent disciplinary action within the same three (3) year time period.

3. WRITTEN REPRIMANDS

- a. A Written Reprimand is a formal written notice to the member regarding misconduct.
 - It is appropriate for specific inadequate performance or repeated offenses which an oral reprimand or corrective counseling has not corrected.
 - It is intended to provide the member with a written record indicating that the specific corrective action must be taken to avoid more serious disciplinary action.
 - It may be given as the first step in formal discipline.
- b. The written reprimand will be prepared by the IIU Commander in accordance with Manual Section 3.01.220
- c. Written Reprimands shall be approved by the Division Chief and the Sheriff.
- d. The Written Reprimand shall remain permanently in the member's personnel file.

4. SUSPENSION AND TERMINATION LETTERS

The Internal Investigations Unit will prepare all suspension and termination letters for the Sheriff.

3.01.195

DISCIPLINARY ACTION: 09/04

Disciplinary actions should be timely, corrective, and not punitive in nature.

1. Members are subject to disciplinary action consistent with the provisions of the following:
 - a. General Orders Manual.
 - b. Training Bulletins.
 - c. Standard Operating Procedures.
 - d. State and Federal Laws.
 - e. Local Ordinances.
 - f. King County rules, including Civil Service Rules.
 - g. Collective Bargaining Agreements.
2. Disciplinary actions may include, but are not limited to:
 - a. Oral reprimands.
 - b. Written reprimands.
 - c. Transfer.
 - d. Suspension from duty.
 - e. Demotion.
 - f. Termination.
 - g. Or any combination of appropriate actions.
3. Training and/or professional counseling are not considered discipline.
 - The Sheriff's Office may make a training referral or order a member to participate in training or professional counseling as needed.
4. Personnel actions, including but not limited to transfers, may also be taken when appropriate in non-disciplinary cases.

3.01.200

CRIMINAL CONDUCT INSIDE UNINCORPORATED KING COUNTY OR CONTRACT CITY: 09/04**Criminal Conduct (Non-traffic and in-Progress):**

1. If a member is apprehended during or immediately following the commission of a non-traffic crime, he/she will be afforded all their rights as any other citizen in King County.
2. The on-duty supervisor shall:
 - a. Screen the arrest to ensure it is appropriate and the appropriate documentation is completed correctly.
 - b. Ensure the member has been advised of his/her constitutional rights and allowed to exercise those rights.
 - c. Relieve the member from duty in accordance with 3.01.015.
 - d. Complete and forward the original Supervisor's Incident Review Report along with a copy of the entire case file to IIU and a copy to the Precinct/Section Command staff before securing from duty.
 - e. Forward the original case packet to the appropriate CID or Precinct detective unit via the Chain of Command.

Criminal Conduct (Non-traffic and not in-progress):

1. When there is probable cause to reasonably believe a member is responsible for the commission of an alleged crime that is non-traffic and not in-progress, an Incident Report shall be completed and submitted by the supervisor receiving the information.
2. Forward the original case packet to the appropriate CID unit.
3. Forward a copy of the case packet to IIU and the Precinct/Section Command staff.

Criminal Traffic:

1. Members, apprehended after the commission of a criminal traffic offense, shall be treated in the same manner as any other citizen in King County.
2. If a citation is to be issued, the on-duty supervisor shall conduct an on-scene review to ensure that proper procedures are followed.
3. Forward a copy of the citation and any related reports **directly** to IIU and the Precinct/Section Command staff.

3.01.205

CRIMINAL CONDUCT OUTSIDE UNINCORPORATED KING COUNTY OR CONTRACT CITY: 09/04

1. When a member is notified that another member is or has been arrested by another jurisdiction, that member, receiving notification shall immediately notify IIU or any on-duty supervisor.
2. The on-duty supervisor shall:
 - a. **Immediately** notify the appropriate Division Chief or Command Duty Officer.
 - b. Ensure that normal criminal investigation procedures are followed during the investigation of all alleged violations of any law.
 - c. If needed, relieve the member from duty in accordance with 3.01.015.
 - d. Ensure that a preliminary administrative investigation is completed and forwarded to IIU whether or not the arresting agency pursues the criminal investigation.

3.01.210

PRESENTATION TO THE PROSECUTOR: 09/04

1. When a complaint involves criminal allegations, the completed investigation should be presented to the appropriate prosecutor for the consideration of filing charges prior to any IIU investigation.
2. If the prosecutor requests additional steps, before a filing decision is made, the investigator shall comply with the request and inform the IIU Commander if the requests are significant.
3. When a decision has been reached by the prosecutor, the investigator shall inform the IIU Commander and the member's Division Chief.

3.01.215

CORRECTIVE COUNSELING MEMORANDUM: 04/94

A Corrective Counseling Memorandum is written notification from a supervisor to a member addressing minor training deficiencies.

1. Corrective Counseling is:
 - a. **Not** disciplinary action.
 - b. Notification of undesirable conduct.
 - c. Documentation for evaluations.
 - If mentioned in an evaluation, the incident must be specifically stated.
 - d. Documentation for subsequent disciplinary action.
2. Corrective Counseling may be issued without an IIU investigation.
3. The memorandum shall contain:
 - a. A description of the conduct or behavior requiring counseling.
 - b. The steps taken to prevent recidivism.
 - c. Expectations of future performance.
4. Corrective Counseling Memoranda shall be retained in the member's personnel file for one (1) year from the date of issuance, unless used in a subsequent disciplinary action within the same one (1) year time period.
5. Corrective Counseling Memoranda shall be approved by the member's Section/Precinct Commander and Division Chief.

CORRECTIVE COUNSELING MEMORANDUM FORMAT: 04/94

TO:	(Department Member Name)	DATE:	
FROM:	(Supervisor Name)	VIA:	Chain
SUBJECT:	<u>CORRECTIVE COUNSELING</u>		
(Detailed description of conduct requiring counseling and expectations of future performance.)			
This memorandum serves as documentation of the corrective counseling given and is not disciplinary action. This memorandum shall be in your Department personnel file for one year (Refer to G.O. 3.01.215).			
Approved: _____		Date: _____	

(Section/Precinct Commander)	
Approved: _____	Date: _____
(Division Chief)	
I hereby acknowledge receipt of this Corrective Counseling Memorandum.	
_____	Date: _____ Time: _____
(Department Member Signature)	
cc:	Personnel File (receipted copy)
	Unit/Section File
	Division Chief
	Department Member

3.01.220

WRITTEN REPRIMANDS: 04/94

When disciplinary action requires a written reprimand, the following information shall be provided in a Memorandum:

1. Date(s) of the violation.
2. Type of violation.
 - Reference the specific authority covering the violation.
3. Concise and specific description of the violation.
4. Steps taken to prevent recidivism.
5. "This Written Reprimand will become part of your permanent file".
6. Written Reprimands require the approval of the member's Division Chief and the Sheriff.

WRITTEN REPRIMAND MEMORANDUM FORMAT: 04/94

TO:	(Department Member Name)	DATE:	
FROM:	(Submitting Authority)	VIA:	Chain
SUBJECT:	<u>WRITTEN REPRIMAND</u>		
Pursuant to your actions on May 1st, 2002 involving your off-duty participation without an Off-Duty Work Permit, a Department level investigation was conducted.			
You have been found in violation of G.O. 2.22.010 in that you failed to obtain a Secondary Employment Permit for "The Flying Zamboni Circus."			
The correct Department procedures regarding this violation have been reviewed by you and your supervisor.			
This written reprimand will become part of your permanent Department personnel file. (Refer to G.O. 3.01.220).			
APPROVED:	_____	Date	_____
	(Division Chief)		
APPROVED:	_____	Date:	_____
	(Sheriff)		
I hereby acknowledge receipt of the above written reprimand.			
	Date:	_____	Time: _____

(Department Member Signature)	
cc:	IIU File Personnel File (receipted copy) Division Chief Department Member

3.01.225

GRIEVANCE PROCEDURE: 09/04

Members, who feel aggrieved, shall follow the grievance procedure outlined in either the applicable Collective Bargaining Agreements or Civil Service Rules.

3.02.000 USE OF FORCE

3.02.005

POLICY STATEMENT: 01/02

Deputies shall not use either physical or deadly force on any person except that which is reasonably necessary to effect an arrest, to defend themselves or others from violence, or to otherwise accomplish police duties according to law. To the extent that Sheriff's Office Policy may contain provisions more restrictive than the state law, such provisions are not intended, nor may they be construed or applied, to create a higher standard of care or duty toward any person or to provide a basis for criminal or civil liability against the County, the Sheriff's Office, or any of its officials or individual deputies. Secondly, whenever force is used, criminal charges should be filed against the suspect, when appropriate.

3.02.010

DEFINITIONS: 07/00

For purposes of this policy:

"Deadly force" means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010 (2)).

"Physical force" means the intentional application of force through the use of physical contact that does not rise to the level of deadly force.

1. This includes hitting with or without an object, kicking, use of any chemical agent.
2. Any other use of force that results in injury or complaint of injury.
3. This does not include routine handcuffing and control holds not amounting to the conditions above.
4. This does not include the use of pepper spray in which there are no additional injuries or unusual occurrences, (Refer to T.B. 9.11.000).

"Necessary" means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended (RCW 9A.16.010 (1)).

3.02.015

USE OF FORCE AND MEDICAL TREATMENT: 06/92

If possible, the deputy shall ensure that all persons involved in the use of force receives first aid or medical treatment, if needed or requested.

3.02.020

DEADLY FORCE, USE OF: 06/92

RCW 9A.16 establishes a higher standard for the police officer than the private citizen in the application of deadly force.

1. Deputies shall exhaust every reasonable means of apprehension before resorting to the use of deadly force.
2. Firearms shall not be drawn or pointed unless a deputy has reason to believe that their use may be required.

3. When necessary, a deputy may generally use deadly force only when **both** of the following elements exist:
 - a. Either to overcome actual resistance to the execution of the legal process, mandate, order of a court or officer, or in the discharge of a legal duty, or to arrest a person who the officer reasonably believes has committed, has attempted to commit, is committing, is attempting to commit a felony; **and**
 - b. The officer has probable cause to believe that the suspect, if not apprehended, poses a threat of **serious physical harm** to the officer or others.
4. The threat of serious physical harm includes, but is not limited to, cases in which:
 - a. An armed suspect threatens someone or displays a weapon in a threatening manner; or
 - b. It is reasonably believed that the suspect committed or attempted to commit a crime of violence involving either actual or threatened serious physical injury.
5. If possible, deputies should warn the suspect that deadly force may be used if any escape from custody is attempted.
6. RCW 9A.16.040 (3) states that "a public officer or peace officer shall not be held criminally liable for using deadly force without malice and with a good faith belief that such act is justifiable pursuant to this section."
 - Deputies shall not be censured or disciplined if a suspect is not apprehended, where the officer deemed the use of deadly force to be unwise.
7. Deputies shall read and fully understand RCW 9A.16.010 - 9A.16.040.

3.02.025

RESTRICTIONS: 01/02

1. Discharging a firearm as a warning is strongly discouraged.
2. Deputies shall not shoot from moving vehicle, except as a last resort.
3. Deputies shall not shoot at a moving vehicle, unless:
 - a. Deadly physical force is being used against the deputy or another person by means other than a moving vehicle; or
 - b. The moving vehicle poses an imminent and identifiable threat of serious physical harm to the deputy or others from which there is no reasonable means of escape. For the purposes of this section, deputies:
 - Shall attempt to move out of the path of an oncoming vehicle, if possible, rather than discharge their firearm; and
 - Shall not intentionally place themselves in the path of an oncoming vehicle and attempt to disable the vehicle by discharging their firearms.
4. Deputies shall not discharge their firearms at a fleeing vehicle unless a deputy reasonable believes, and can articulate reasons therefore, why the necessity for immediate apprehension outweighs the danger to the public that is created by discharging a firearm.
5. Deputies shall not make any physical application or maneuver to the neck region that restricts blood or air flow (i.e., choke holds, sleeper holds, carotid submission holds, lateral vascular neck restraint, etc.), except as a last resort to protect the deputy(s) or others from an immediate threat of death or serious bodily injury.
 - Any and all variations of these maneuvers may be considered **deadly force** when applied to the neck region.

3.03.000 FORCE, REPORTING USE OF

3.03.005

POLICY STATEMENT: 11/04

It is the policy of the Sheriff's Office to promptly report and to thoroughly investigate any use of force incident. Whenever a deputy uses either deadly force or physical force, **REPORTING IS MANDATORY**.

3.03.010

DEFINITIONS: 11/04

For purposes of this policy:

"Deadly force" means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010 (2)).

"Physical force" means the intentional application of force through the use of physical contact that does not rise to the level of deadly force.

3.03.015

REPORT REQUIRED: 07/05

1. A use of force report is required when a deputy/detective:
 - a. Hits with open or closed hands,
 - b. Hits with an object such as a baton or flashlight,
 - c. Kicks a subject,
 - d. Uses any chemical agent (i.e., mace, tear gas),
 - e. Uses a Taser or any less lethal weapon, or
 - f. Uses any other use of force that results in injury or complaint of injury.
2. This does not include routine handcuffing and control holds not amounting to the conditions above.
3. This does not include the use of pepper spray in which there are no additional injuries or unusual occurrences, (Refer to T.B. 9.11.000).
4. This does not include when the Taser is only displayed.

3.03.020

DEPUTY/DETECTIVE'S RESPONSIBILITIES: 11/04**The deputy/detective shall:**

1. Immediately notify an on duty Supervisor.
2. Document the incident in detail in an Officer's Report.
 - a. The deputy/detective may consult an attorney or Guild representative before making a statement.
 - **Any report may be disclosed to adverse persons in criminal, civil, or administrative proceedings.**
 - b. The involved deputy/detective's statement shall be submitted to the commanding officer who compelled it no later than seventy-two (72) hours after being ordered to do so.

3.03.025

SUPERVISOR'S RESPONSIBILITIES: 11/04**The on duty Supervisor shall:**

1. Immediately investigate and review the incident.
2. Identify and interview:
 - a. The person(s) involved.
 - b. Available witnesses.
3. Review the deputy/detective's statement, if available.
4. Obtain written statements unless Major Crimes detectives take charge of the scene.
5. Ensure that the person(s) involved is not released from custody or booked into the King County Jail without in-person approval.
 - Exceptions may be made by a Precinct/Section Commander, Command Duty Officer, or higher authority with such exceptions documented.
6. Prepare a Supervisor's Use of Force Review.
7. Forward the **original** incident report and associated documents to the appropriate Detective unit if necessary.
 - **Do not include the Supervisor's Use of Force Review with the original incident report.**
8. Forward the Supervisor's Review with copies of the **entire** case packet to the Precinct/Section Commander via the Chain of Command.

3.03.030

PRECINCT/SECTION COMMANDER'S RESPONSIBILITIES: 11/04**The Precinct/Section Commander shall:**

1. Review the case packet for completeness.
2. Forward the case packet to the Division Chief without delay.

3.03.035

DIVISION CHIEF'S RESPONSIBILITIES: 03/04**The Division Chief shall:**

1. Review the case packet for completeness.
2. Forward the case packet to the Internal Investigations Unit without delay.

3.03.040

IIU'S RESPONSIBILITIES: 06/92**IIU shall:**

1. Review the case packet for completeness.
2. Retain the **entire** case packet in compliance with the Record Retention Schedule.

3.04.000 APPEARANCE REGULATIONS

3.04.005

POLICY STATEMENT: 07/99

The deputy/officer's appearance in public is a part of the Department's effort to maintain public acceptance and maximize public cooperation in support of the mission of the King County Sheriff's Office. The Department has established limits on general appearance intended to present a favorable public image conforming with contemporary, but traditional police standards.

3.04.010

UNIFORM APPEARANCE, HAIR STYLE: 06/92

MALE DEPUTY'S HAIR:

1. The sides may cover a portion of the ear. The back may be either tapered or blocked and may extend to the shirt collar.
 - a. Hair shall be neat, clean, and well groomed.
 - b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
 - c. Extreme hair styles are prohibited.
2. Sideburns may extend to a horizontal plane at the base of the earlobe and shall be neatly trimmed.
3. Mustaches are permitted.
 - Extreme styles below the corners of the mouth or in bulk are prohibited.
4. Beards are prohibited.
 - The remainder of the face shall be cleanly shaven.

FEMALE DEPUTY'S HAIR:

1. Hair shall be neat, clean, and well groomed.
 - a. Hair that is longer than shoulder length shall be tied back.
 - b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
 - c. Extreme hair styles are prohibited.
2. Hair pins or clips that match the hair color are authorized.
 - All other hair decorations are prohibited.

3.04.015

EARRINGS: 06/92

1. Female deputies, in uniform, may only wear earring studs not exceeding 3/16" in diameter.
2. Male deputies, in uniform, shall not wear earrings.

3.04.020

UNIFORM APPEARANCE EXCEPTION: 06/92

Division Commanders may waive the requirements for deputies on special assignment or may modify dress standards during periods of extreme weather conditions or unusual circumstances of a short-term nature.

3.04.025

CIVILIANS AND NON-UNIFORM ASSIGNMENTS OR COURT APPEARANCE ATTIRE:
06/92

Department members in civilian and non-uniform assignments or those making court appearances shall comply with the following non-uniform clothing standards:

1. CIVILIAN AND NON-UNIFORM ASSIGNMENTS:

- a. Department members in civilian or non-uniform assignments shall wear contemporary, but conservative business attire that is neat and clean.
 - This does not include sweats, jeans, mini skirts, shorts, tennis shoes, or any other clothing that is revealing or suggestive.
- b. Unit supervisors in non-uniform assignments may modify dress, hair style, and earring standards to meet the needs of the unit.
 - Deputies shall otherwise comply with the uniform standards described in G.O. 3.04.010, 3.04.015, or 3.04.030.

2. COURT APPEARANCES:

- a. Male Department members shall wear conservative business attire with a business tie.
- b. Female Department members shall wear conservative business attire.
- c. Non-uniform attire shall be neat and clean.
- d. All equipment that identifies the wearer as a deputy/detective shall be concealed.

3.04.030

UNIFORM, WEARING OF: 06/92

Department members wearing uniforms, whether on or off-duty, shall wear the complete uniform.

3.04.035

UNIFORM SHIRT, WEARING OF: 07/99

Department members required to wear a uniform may wear either:

- 1. The short sleeve uniform shirt year-round;
 - Department members wearing the short sleeve shirt shall also wear a black crew neck T-shirt.
- 2. The long sleeve uniform shirt from October 1 through April 30.
 - Department members wearing the long sleeve uniform shirt shall also wear the uniform tie or turtleneck as described in G.O. 3.04.040 and 3.04.105.

3.04.040

UNIFORM NECKTIE AND TIE CLASP: 06/92

1. The uniform necktie shall be either a conventional, clip-on, or rear closure velcro.
2. Either the tie pin or tie bar shall be worn.

3.04.045

UNUSUAL OCCURRENCE UNIFORM: 07/99

1. The wearing of the Unusual Occurrence (U.O.) uniform by on-duty Department members shall be limited to:
 - a. Inclement weather conditions.
 - Authorized by a sergeant or above.
 - b. Specific temporary situations where the uniform might be damaged or soiled.
 - c. Proactive officers during a short-term or emergent incident.
 - d. All other use as approved by a Captain or above.
2. The undergarment for the U.O. uniform shall be either:
 - a. A black crew neck garment or turtleneck.
 - Non-issued items shall be purchased at the individual's expense.
 - b. No other undergarments shall show when wearing the U.O. uniform, unless working in plainclothes or when wearing the U.O. uniform for a short-term or emergent incident.

3.04.050

UNIFORM HAT: 06/92

All deputies shall ensure that their hat is serviceable.

1. The wearing of the uniform hat shall be mandatory at:
 - a. Inspections;
 - b. Ceremonies;
 - c. Funerals;
 - d. Other specified formal events.
2. At all other times, the wearing of the uniform hat is optional.

3.04.055

DRESS UNIFORMS: 07/99

1. The following dress uniform items are **required** for Captains and above, and optional for Sergeants and Deputies at their expense:
 - a. Dress jacket
 - b. British green necktie

- c. White long sleeve dress shirt
 - The shirts are worn with regular uniform pants.
 - The female command staff may wear a knee length, dark green skirt instead of the uniform pants.
 - d. Hat.
2. The following dress uniform items are required for Sergeants and Deputies.
- a. Long sleeve uniform shirt and pants.
 - b. Tie.
 - c. Hat.
3. Authorization to Wear:
- a. Dress uniforms are authorized for certain off-duty social functions for sergeants and police officers.
 - b. The wearing of this uniform at social functions requires the approval of the Sheriff or a Division Chief.

3.04.060

FOOTWEAR: 07/99

1. **Regular Department Uniform:**

- a. Authorized footwear shall be issued by the PMU.
- b. Boots meeting the following specifications are authorized and a portion of the cost shall be paid by the Department if the boot is purchased through a current Department vendor.
 - Plain black polished finish
 - Round toe
 - Lace-up, with black laces and black eyelets
 - Nine (9) inch minimum high top
 - Either smooth or lugged rubber sole
- c. Deputies shall have one (1) pair of issued shoes to be worn on occasions when a dress uniform (i.e., wearing of hat and tie) is required.
- d. Boots or tennis shoes shall not be worn with the dress uniform.

2. **Footwear for Special Occasions:**

Members assigned to units that wear special uniforms (i.e., Marine, Motorcycles, K-9, etc.) shall wear the footwear that is designated by their Standard Operating Procedures or Division Chief.

3. **Special Footwear for Medical Reasons:**

Department members who require special footwear for approved medical reasons shall forward a doctor's note to their supervisor.

- a. An Officer's Report requesting the special footwear shall be submitted via Chain of Command to the PMU.
- b. The PMU shall set and provide guidelines to help the member obtain suitable footwear.

3.04.065

GLOVES: 06/92

1. Gloves may be worn with the uniform.
 - a. Gloves shall be black leather; or
 - b. When directing traffic gloves may be either red or orange reflective.
2. **Possession of "sap" gloves or any gloves loaded with weight is prohibited.**

3.04.070

NAME TAGS: 09/99

A name tag shall be worn on all Department uniforms, except on the raincoat.

1. **Brushed brass name tag:**
 - a. Uniform shirt:

The name tag is to be worn centered 1/8th inch above the right breast pocket flap.
 - b. Uniform dress jacket:

The name tag is to be worn centered 1/8th inch above the right breast pocket flap.
 - c. Other uniforms:

A brass name tag may be worn on any Department uniform that does not have a sew-on tag.
2. **Embroidered name tag:**
 - a. The embroidered name tag shall consist of two (2) initials and the last name, stitched block style in mylar gold on material comparable to the garment.
 - The border shall be stitched in black on a black background.
 - The border shall be stitched in black for the uniform sweater.
 - b. Only embroidered name tags provided by Department authorized vendors shall be worn on Department uniforms.
 - c. The authorized embroidered name tag may be worn with the department uniform. The name tag shall be 4" long by 1" wide, black background with black merrow. The lettering shall be gold mylar in block print. The name tags may be purchased at the members own expense, through the department member. This item will not be issued, re-imbursed or replaced by the department.
3. **Authorized Uniforms:**
 - a. Utility uniform:

The name tag shall be sewn and centered 1/8 inch above the right breast pocket.
 - b. Uniform coat:

The name tag shall be centered and sewn midway between the right shoulder board and pocket flap.

c. U.O. uniform:

The name tag shall be sewn and centered 1/8th inch above the upper edge of the right breast pocket.

d. Uniform sweater:

The name tag shall have a black background and sewn on the right breast.

3.04.075

UTILITY CAP: 07/99

1. The utility cap shall be the pro-ball design 100% black wool baseball cap with adjustable headband,. With the word "SHERIFF" in gold appearing on the front or "POLICE" in white for contract cities.
 - a. Deputies may continue wearing the green caps with badges or shoulder patches until replacement is needed.
 - b. Community Service Officers (CSO) shall wear their CSO patch centered on the front.
2. Deputies may wear the cap with the Department uniform.
3. This cap shall be issued to deputies issued utility uniforms and raid jackets.
4. Deputies not issued the utility cap may:
 - a. Purchase the cap at the individual's expense; from the Department vendor.
 - b. Caps originally purchased by deputies will be replaced by the Department when the cap is in need of replacing.
5. Un-authorized ball caps shall not be worn with the Department uniform or while on-duty.

3.04.080

COLD WEATHER CAP: 06/92

1. The cold weather cap shall be insulated with folding ear flaps ("fur troopers hat"), forest green, and display the Department hat badge on the front of the upturned bill.
2. Uniformed deputies may wear the cap when wearing the winter uniform coat or U.O. uniform during inclement weather.
3. This cap may be purchased from the current Department uniform vendor at the member's expense.

3.04.085

BALLISTIC HELMET: 02/03

The ballistic helmet shall only be used during unusual "High-Risk" situations such as active shooters, high-risk search warrants, incidents where falling debris is a possibility, or when approved by a supervisor.

3.04.090

RAID JACKET: 07/99

1. The Raid jacket is designed to identify the wearer as a deputy/detective at the scene of an unusual event, such as:
 - a. Search warrant
 - b. Hostage incident

2. It may be issued to deputies in plainclothes assignments with the approval of a Section Commander.
3. This jacket shall not be worn with the normal Department uniform, nor is it to replace the normal uniform.
4. It shall not be worn off duty.

Design:

There are two (2) designs for the Raid Jacket and both shall have a facsimile of the Department badge on the left breast:

1. The standard Raid Jacket shall be green lightweight material, with a facsimile of the Department badge on the left breast and the word "SHERIFF" in large gold or white letters across the back.
 - The word "SHERIFF" will be in white lettering on each forearm for easy identification while in a weaver stance with the sidearm drawn.
2. The Hidden Agenda Raid Jacket shall have fold down flaps for identification and a facsimile of the Department badge on the left breast.
 - a. Proactive, and CID are currently authorized to wear the Hidden Agenda Raid Jacket.
 - b. Member may purchase at own expense.

3.04.095

UNIFORM SWEATER: 06/92

1. The Uniform Sweater is a black V-neck wool sweater designed to be worn year-round.
2. The sweater shall be worn with either an open collar short-sleeved shirt or a long sleeve shirt with a tie.
3. The sweater may be purchased from the current Department uniform vendor at the member's expense.

3.04.100

SAFETY VEST: 06/92

Department members shall wear the Department issued safety vest when hazardous conditions exist, such as:

1. Extended periods of traffic control.
2. While working crime scenes or traffic accidents and poor visibility exists due to road design, darkness, or inclement weather.

3.04.105

TURTLENECK UNDERGARMENT: 07/99

1. The turtleneck or "mock" turtleneck shall be black and the neck of the garment shall have a plain non-ribbed finish.
 - It must fit close to the neck.
2. The turtleneck may be worn with the long sleeve uniform shirt in lieu of wearing the department tie.
3. The turtleneck shall not be worn during formal occasions.
4. The turtleneck sweater shall be purchased at the member's expense.

5. A cotton turtleneck, "mock" turtleneck, or dickie with "SHERIFF" in gold thread, and in "TETITE" font 1/2 inch high may be worn with a long sleeve shirt without a necktie.
 - Only turtlenecks with "SHERIFF" in gold thread 1/2 inch high purchased from the department vender will be allowed.
6. The turtleneck or "mock" turtleneck may be made of cotton, lycra, or polyester.